

AGENDA

Meeting: MELKSHAM AREA BOARD
Place: Semington Village Hall, High Street, Semington, BA14 6JR
Date: Wednesday 14 December 2011
Time: 7.00 pm

Including the Parishes of Atworth, Broughton Gifford, Melksham, Melksham Without, Steeple Ashton, Bulkington, Keevil, Great Hinton, Poulshot, Semington and Seend

The Area Board welcomes and invites contributions from members of the public. The chairman will try to ensure that everyone who wishes to speak will have the opportunity to do so.

If you have any requirements that would make your attendance at the meeting easier, please contact your Democratic Services Officer.

Refreshments and networking opportunities will be available from 6:30pm.

Please direct any enquiries on this Agenda to Kevin Fielding (Democratic Services Officer), on 01249 706612 or email kevin.fielding@wiltshire.gov.uk or Abbi Gutierrez (Melksham Community Area Manager), direct line 01225 718443 or (email) abbi.gutierrez@wiltshire.gov.uk

All the papers connected with this meeting are available on the Council's website at www.wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225) 713114 / 713115.

Wiltshire Councillors

Cllr Jonathon Seed, Summerham and Seend (Chairman)
Cllr Rod Eaton, Melksham North (Vice Chairman)
Cllr Mark Griffiths, Melksham Without North

Cllr Jon Hubbard, Melksham South
Cllr Stephen Petty, Melksham Central
Cllr Roy While, Melksham Without South

Items to be considered	Time
<p style="text-align: center;"><u>Before the meeting</u></p> <p>Melksham Community Area Partnership will be displaying the draft community plan which is nearing completion.</p>	6.30pm
<p style="text-align: center;"><u>Items to be considered</u></p> <p>1. Chairman's Welcome, Introduction and Announcements (reports in pack where appropriate)</p> <ul style="list-style-type: none"> • Melksham Campus Update • Update on allocation of speed indication devices (SIDs) • Household Survey – What matters to you? <p>2. Apologies for Absence</p> <p>3. Declarations of Interest Councillors are requested to declare any personal or prejudicial interests or dispensations granted by the Standards Committee.</p> <p>4. Minutes (Pages 3 - 14) To approve and sign as a correct record the minutes of the meeting held on 26 October 2011.</p>	7.00pm
<p>5. Partner Updates (Pages 15 - 20) To receive updates from any of the following partners:</p> <ul style="list-style-type: none"> a. Melksham CAYPIG b. Community Area Partnership Representative c. Wiltshire Police d. Wiltshire Fire and Rescue Service e. NHS Wiltshire f. Melksham Town Council g. Parish Council Nominated Representatives h. Melksham Chambers of Commerce 	7.10pm

6.	Do you have the X Factor? A 20 minute film will be shown about becoming a Councillor. Copies will be available for parish council representatives.	7.20pm
7.	Feedback from Melksham Forward Event Overview of the priorities identified for action at this special event held on 3 November and next steps.	7.40pm
8.	Save our Snooker Club (Melksham House) Petition	8.00pm
9.	Extended Services Update Cllr Hubbard will update on Extended Services (Melksham), a newly established charity set up by education providers to further support children and young people in the area.	8.05pm
10.	Update from Shadow Campus Operations Board (Melksham Campus) (Pages 21 - 28) Cllr Roy While.	8.15pm
11.	Any other items of public concern?	8.25pm
12.	Cabinet Member Questions Cllr John Brady, Cabinet Member for Finance, Performance & Risk to introduce his portfolio and answer any questions.	8.30pm
13.	Grants and Funding (Pages 29 - 52) Community Grants Scheme <ul style="list-style-type: none"> • Wilts & Berks Canal Trust have applied for £497 towards renewing the signs of the 'Lost Waterways of Melksham' walk which indicates the historic route of the canal through the town. • Beanacre Cricket Club have applied for £1500 towards a roller to prepare the wicket at their new ground in Beanacre. • Keevil Parochial Church Council have applied for £5000 towards the conservation of table tombs in St Leonard's churchyard. 	8.45pm

Area Board Projects

- **Up to £10,000** for Melksham Town Centre CCTV proposed by Cllr Hubbard.

Cabinet Delegated Youth Funding

- £4976 has been delegated by Wiltshire Council cabinet to Melksham area board for 2011/12. Recommendation is to allocate £366.33 for a litter bin to be placed by the youth shelter in King George V playing fields, Melksham, as requested by Melksham CAYPIG.
- To allocate the remaining funding to Extended Services (Melksham) to run a participatory budgeting event in 2012/13.

Melksham Community Area Partnership

- Application for second tranche of core funding - £4708 (papers attached)

14. Future Meeting Dates

8.55pm

- Weds 8 February 2012 – Melksham Oak School.
- Weds 4 April 2012 – Melksham United Church (Older People's Special 2-4pm).

15. Evaluation & Close

9.00pm

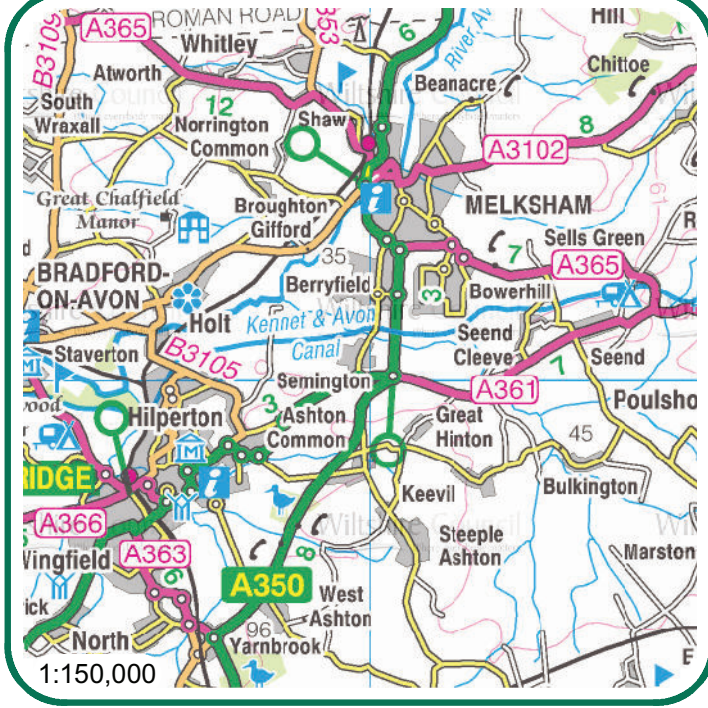
Area Board Issues Process:

Please see our online issues tracker for progress on all issues submitted to the Melksham area board to date.

<http://www.wiltshire.gov.uk/communityandliving/areaboards/areboardsissuestracking.htm> .

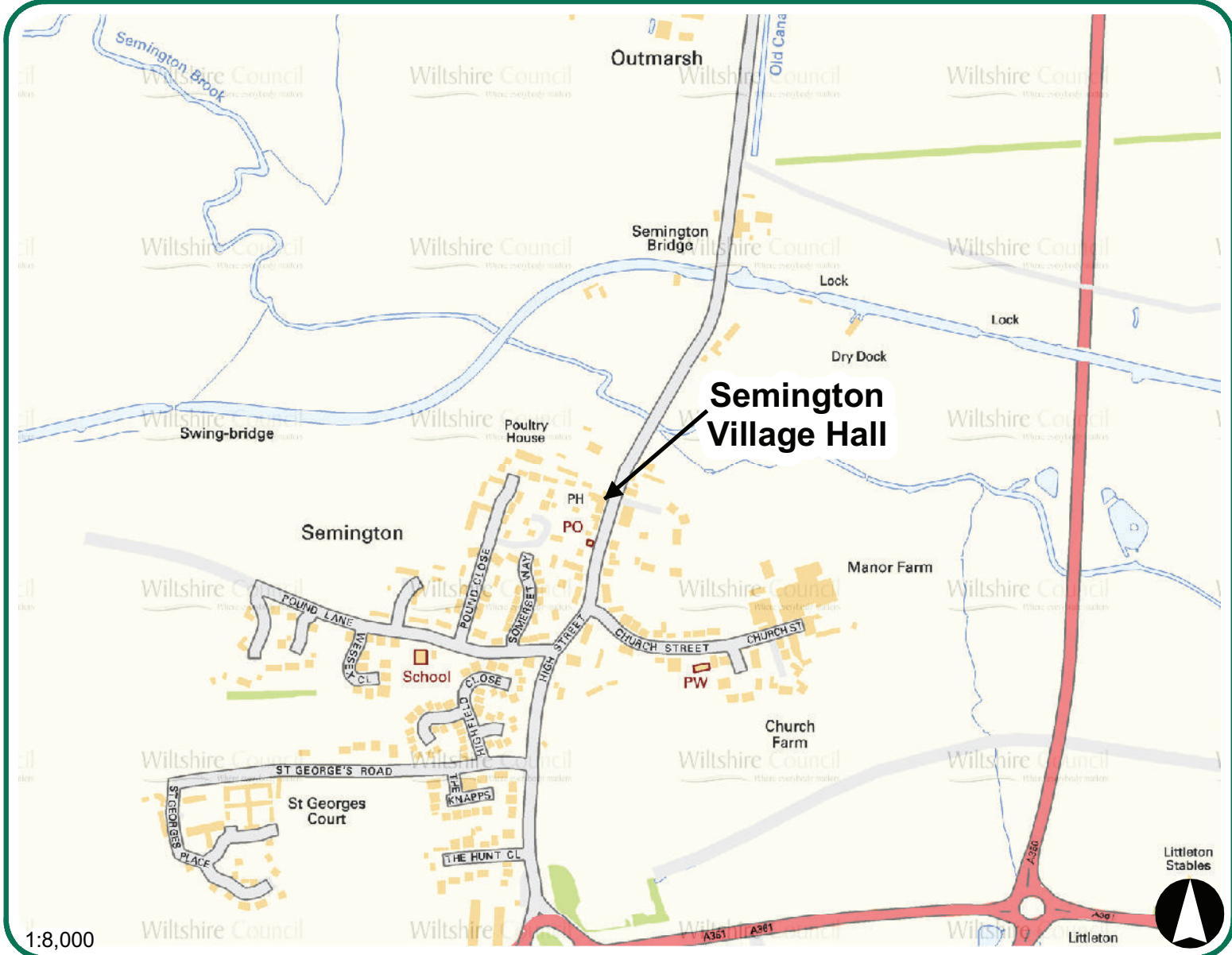
You can also submit issues online for the area board to consider, or fill in an issues sheet by hand.

https://forms.wiltshire.gov.uk/area_board/areaboards.php



Semington Village Hall
High Street
Semington
Trowbridge
Wiltshire
BA14 6JR

Wiltshire Council
 Where everybody matters



MINUTES

Meeting: MELKSHAM AREA BOARD
Place: Seend Community Centre, Rusty Lane, Seend, Melksham SN12 6NS
Date: 26 October 2011
Start Time: 7.00 pm
Finish Time: 8.50 pm

Please direct any enquiries on these minutes to:

Kevin Fielding (Democratic Services Officer), Tel: 01249 706610 or (e-mail) kevin.fielding@wiltshire.gov.uk

Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

Cllr Jonathon Seed (Chairman), Cllr Mark Griffiths, Cllr Jon Hubbard,
Cllr Stephen Petty, Cllr Roy While and Cllr Richard Gamble

Wiltshire Council Officers

Nikki Lewis – Service Director
Abbi Gutierrez - Community Area Manager
Kevin Fielding - Democratic Services Officer

Town and Parish Councils

Melksham Town Council – Chris Petty & Richard Wiltshire
Atworth Parish Council – Effie Gale-Sides
Melksham Without Parish Council – Jerry Wickham
Seend Parish Council – Joan Savage

Partners

Wiltshire Police – Inspector David Cullop
Wiltshire Police Authority – Angus MacPherson
Wiltshire Fire & Rescue Service – Mike Franklin
Community Area Partnership – Colin Goodhind & Miriam Zaccarelli
Melksham Chamber of Commerce – Graham Ellis

Total in attendance: 40



<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p data-bbox="336 376 1139 414"><u>Chairman's Welcome, Introduction and Announcements</u></p> <p data-bbox="336 443 1461 591">The Chairman welcomed everyone to Seend Community Centre and then introduced the Wiltshire councillors who made up the area board, supporting Wiltshire Council officers and Cllr Richard Gamble, (Portfolio holder for Public Transport), who was attending the meeting.</p> <p data-bbox="336 629 1458 696">The Chairman thanked the various stake holders and parish representatives in attendance.</p> <p data-bbox="336 734 1430 772">The following Chairman's announcements contained in the pack were noted:</p> <ul data-bbox="384 810 1489 1899" style="list-style-type: none"> <li data-bbox="384 810 1489 992">• The Queen's Diamond Jubilee, June 2012 – that the Lord Lieutenant of Wiltshire would be holding an event in Salisbury, all towns would be invited to have a jousting tent in which to present a display of their community history. It was hoped that local businesses would sponsor the tents. <li data-bbox="384 1032 1489 1214">• Wiltshire Council senior management – Wiltshire Council's Cabinet had met on the 6 October. The Cllr Jane Scott, (Leader) had presented a report which proposed changes to the senior management structure of the Council. The changes would result in the deletion of the posts of Chief Executive and one Corporate Director. Andrew Kerr, (Chief Executive) had taken the option to apply for voluntary redundancy. Recommendation concerning his dismissal on the grounds of redundancy would be subject to confirmation by full Council when it meets on the 8 November. <li data-bbox="384 1494 1406 1561">• CCTV – that the Area Board backs the idea of Melksham CCTV and would discuss it at the next meeting in December. <li data-bbox="384 1601 1481 1749">• Parliamentary Boundaries - that the towns of Melksham and Bradford-on-Avon, which are currently located in the Chippenham constituency, are included in the proposed Trowbridge constituency with the town of Trowbridge. <li data-bbox="384 1789 1489 1899">• Outcome of 13-19 consultation - On 13th September 2011 Wiltshire Cabinet approved the Commissioning Strategy for 11 to 19 year olds. This included seven broad priorities on <p data-bbox="432 1937 799 2004">Employment and training. Educational attainment.</p>

	<p><i>(These were the top 2 commissioning priorities selected by young people)</i> Housing. Transport for young people. Involving young people. Volunteering Improving integrated youth services</p> <p>Cabinet also approved a Wiltshire Youth Work Offer The key features of the Youth Work Offer are:</p> <p>Open Access Youth Work Higher level targeted youth work support Better co-ordination of positive activities for young people Stronger partnerships Increased use of volunteers</p> <p>An implementation group which includes Councillor representatives had been established.</p> <ul style="list-style-type: none"> • Community Area Transport Group – that the group had met prior to the area board meeting and had agreed four Speed Indication Device sites.
2.	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Cllr Rod Eaton.</p>
3.	<p><u>Declarations of Interest</u></p> <p>Agenda Item No.11 Community area grant application – Wilts & Berks Canal Trust. Cllr Steve Petty – Personal interest, member of the Wilts & Berks Canal Trust, would leave the room when this application was discussed and voted on.</p>
4.	<p><u>Minutes</u></p> <p>Decision</p> <ul style="list-style-type: none"> • That the minutes of the meeting on 20 September 2011 were approved and signed as a correct record, it was however noted that Cllr Chris Petty had given the Melksham Town council update, and not Cllr Richard Wiltshire.

5.	<p><u>Cllr Richard Gamble - portfolio holder for Public Transport</u></p> <p>Cllr Richard Gamble, portfolio holder for Public Transport gave a brief overview of her portfolio and answered questions.</p> <p>Points Made by Cllr Gamble included:</p> <p>Bus Services</p> <ul style="list-style-type: none"> • That around eleven thousand school children are bused to and from schools throughout Wiltshire each day. • Half of the public bus services are subsidised by Wiltshire Council. • Around five million passenger journeys are subsidised per year. • That Community buses have an important role to play in these difficult financial times. <p>Rail Services</p> <ul style="list-style-type: none"> • Wiltshire Council are not responsible for the county's rail services. • Wiltshire Council were talking with the railway companies to try and improve rail services through Melksham. <p>The Chairman thanked Cllr Gamble for his presentation.</p>
6.	<p><u>Community Buses</u></p> <p>Terry Sleightholme from Seend Shuttle outlined how the Seend community bus model worked, it was hoped that the success of the Seend Shuttle services would encourage more community transport in light of the current economic situation.</p> <p>Points made by Terry Sleightholme included:</p> <ul style="list-style-type: none"> • The Seend Shuttle service had now been operating for some twenty years, and was now using its third generation of community bus. • A new Bus is purchased usually every seven years. • The services offers several routes including, Devizes, Melksham and operating as a school bus. • The bus is available for private hire.

	<ul style="list-style-type: none"> • The service is run and managed by un-paid volunteers. • The service had operated for twenty years without a loss. • The Seend Shuttle service receives an annual grant of six thousand pounds from Wiltshire Council. <p>The Chairman thanked Terry Sleightholme for his presentation.</p>
7.	<p><u>Improving Melksham Rail Services</u></p> <p>Graham Ellis gave an update on the work that the Trans Wilts Railway Partnership had been carrying out to improve services from Melksham railway station.</p> <p>Points made by Graham Ellis included:</p> <ul style="list-style-type: none"> • Trains run every 30 minutes from Swindon to Chippenham, and at least every hour from Trowbridge to Salisbury. • In the middle section of the line (Chippenham – Melksham - Trowbridge) there are just two trains each way per day: From Chippenham at 06:30 and 19:01 From Trowbridge at -7:07 and 18:42 • North to South connectivity is dire; major roads run East-West and the North-South A350 trunk road is congested and slow. • Good public transport is important to local people, not everyone can drive or owns a car. • The A350 road is busy and bottlenecked and likely to become more so with housing growth and the heavy lorries diverted away from Bath / A36 Cleveland Bridge weight restrictions. • Feedback from local residents, businesses, visitors to the area is for an <i>appropriate</i> service that: Is affordable by the user that can be provided at affordable cost. Services that do not require major capital investment to work. • An extra service was trialed this summer on eight high summer Sunday mornings, It gave people the opportunity for a day out, It gave people the opportunity to use rail (as opposed to road or air) for some very long

	<p>distance Sunday journeys. The feedback and take up of these extra services was very good.</p> <ul style="list-style-type: none"> • Next summer it is hoped to extend the trial service to start in May and run to mid September, and would look for it to carry on all through the year. • First Great Western have withdrawn from the final three franchise years; First Great Western in “Cap and Collar” which means they pay around 75% of any extra revenue to the government; New Franchise process underway. • The new franchise is a golden opportunity to get the right service. The Melksham line is perhaps the best prepared line in the South West with all the reports, and a line which needs no infrastructure work to run the trains. • Electrification of the main line from London via Swindon and Chippenham will provide extra capacity, an extra draw of traffic from Trowbridge / Melksham, and an opportunity for small infrastructure and signalling measures to be included. • TransWilts Rail and the TransWilts Community Rail Partnership would continue to liaise with both the rail industry and with local communities and operators of other transport (buses, cars, etc.) for a truly integrated door-to-door, linked multimode system. • From the reports that TransWilts have generated, the surveys undertaken and the extra evidence gathered, TransWilts Rail is now in a position to take service improvement forward for the good of all who use it – and for the wider economy of the area too. Better access to work and businesses. Congestion relief. And to help to bring people into the town to make use of the new canal, the new campus, follow the blue plaque trail being set up, and really enjoy the area and help it prosper. <p>The Chairman thanked Graham Ellis for his presentation.</p>
8.	<p><u>Suggestion to develop car parking on council owned land near Melksham Station</u></p> <p>Area Board members and all attendees were given the opportunity to take part in round-table discussions to gather people’s ideas and opinions on how to develop car parking on Wiltshire Council owned land near Melksham station.</p> <p>Cllr Richard Gamble gave a brief outline of where the land was situated and how it could be developed as part of the Melksham station expansion plans.</p>

	<p>Points made from the discussions included:</p> <ul style="list-style-type: none"> • A rental service. • Student transport. • Car park used to hold a regular Melksham market. • A bus service from the car park to the local communities. • Taxi rank. • The car park forming part of the town parking. • Children's safety. • HGV parking. • Barrier parking to avoid the car park becoming a rat run if a one-way system way introduced. • An information building. • A small multi-storey car park. • Bicycle hire and lockers. • Wild life area and community café. • A safe environment with CCTV. • A transport hub with links to tourism. • Caravan storage during the winter months. • Electric car charging points. <p>The Chairman thanked everybody for taking part in an interesting discussion.</p>
9.	<p><u>Any other items of public concern</u></p> <p>There were none.</p>
10.	<p><u>Partner Updates</u></p> <p>a.Melksham CAYPIG – not in attendance.</p> <p>b.Community Area Partnership Representative. Colin Goodhind advised that:</p> <ul style="list-style-type: none"> • Community plan – now at consultation stage, an open day had been held on Saturday 22 October to encourage people to discuss the plan. • Saturday 5 November would be Melksham Energy day, with an information event focusing on solar and renewable energy sources. • Good partnership working with Melksham Community Radio to get the community area partnership message out to the villages.

c.Wiltshire Police

The written update distributed with the agenda was noted, Inspector David Cullop also advised that:

- The police now a new operational policing model.
- The Neighbourhood policing teams would remain the same.

Questions raised from the floor:

Will the Divisional HQ remain in Melksham?

a. Yes, the custardy suite is currently being refitted.

How has the new 101 number been received?

a. Not had any feedback so far.

d.Wiltshire Fire and Rescue Service

The written update distributed with the agenda was noted.

e.NHS Wiltshire

The written update distributed with the agenda was noted.

f.Melksham Town Council

Cllr Chris Petty advised that traffic lights in the town centre continues, the Chairman advised that the Community area transport group were looking at this issue.

g.Parish Council Nominated Representatives

Melksham Without parish council advised:

- That a small number of the new Berryfields allotments were still available to rent.
- That Melksham Without parish council supported the Golden Fleece cricket club grant application.

h.Melksham Chamber of Commerce

Graham Ellis advised that:

- The Chamber of Commerce were looking forward to the opportunities that the 2012 Jubilee celebrations, Melksham Campus and the Wilts & Berks canal would bring to Melksham.
- The Chamber of Commerce supported the Wessex Chamber of

	<p>Commerce in its opposition to the new Wiltshire Council parking charges.</p> <p>i.Shadow Community Operations Board Cllr Roy While advised that:</p> <ul style="list-style-type: none"> • The purchase of the Melksham Campus site had now been completed. • The Shadow Community Operations Board had now held two good meetings and were now looking at design principles. • The Shadow Community Operations Board would now be looking at the Melksham House facilities, arranging equality and travel workshops and looking to talk with young people. <p>Cllr While also advised that he had taken advice on Mike Sankey becoming a full member of the Shadow Community Operations Board.</p> <p>Resolved:</p> <ul style="list-style-type: none"> • That Mike Sankey becomes a full member of the Shadow Community Operations Board. <p>The Chairman thanked everyone for their updates.</p>
11.	<p><u>Grants & Funding</u></p> <p>Community Grants Scheme The Wiltshire Councillors considered two applications seeking 2011/201Community Area Grant Funding:</p> <p>Decision The Golden Fleece Cricket Club were awarded £3,700 towards the creation of a new cricket field in Whitley.</p> <p>Reason <i>This application demonstrates a link to the Melksham community plan by ensuring that playing fields are not lost when the lease at the current Golden Fleece cricket club finishes.</i></p> <p>Cllr Steve Petty leaves the room.</p> <p>Decision The Wilts & Berks Canal Trust applied for £497 for replacement of signs along former route of Wilts & Berks canal in Melksham. Members agreed to defer the application until the next meeting in order to look at the funds of the applicant which had changed since the initial application was made.</p>

	<p>Cllr Steve Petty now back in the room.</p> <p>Cllr Initiated Projects</p> <p>Cllr Steve Petty, on behalf of local residents was awarded £569.90 to repaint the 'antique gas' street lights in Canon Square, Church Walk and Church Street in Melksham</p>
12.	<p><u>Future Meeting Dates</u></p> <p>Wednesday 14 December 2011 – Semington Village Hall.</p> <p>Wednesday 8 February 2012 – Melksham Oak School.</p>
13.	<p><u>Evaluation & Close</u></p> <p>The Chairman thanked everybody for attending the meeting.</p>



Crime and Community Safety Briefing Paper Melksham Community Area Board 14th December 2011

1. Neighbourhood Policing

Current Priorities:

Up-to-date details of the current news about Neighbourhood Policing Teams, including, profiles, priorities and forthcoming community consultation events can be found on the Wiltshire Police Website.

📄 Visit the new and improved website at: www.wiltshire.police.uk

Team News:

There have been no changes since the last Area Board.

Mr Angus Macpherson is an Independent Member of the Wiltshire Police Authority and has the responsibility for overseeing policing matters in the Community Area. He can be contacted via Wiltshire Police Authority:

☎ 01380 734022

📄 <http://www.wiltshire-pa.gov.uk/feedback.asp>

2. Seasonal Advice

Wiltshire Police is working with partners to highlight ways in which people across the county can prevent crime and keep safe this festive season. Partners who will be issuing information include Wiltshire Police, Wiltshire Council, NHS Wiltshire and Wiltshire Fire and Rescue.

Throughout December, advice and tips on how to help people ensure that they don't become a victim of crime will be issued.

Security of your property

Tip 1: - Keep your home safe – always lock doors and windows.

Tip 2: - Keep presents out of sight – at home and in the car.

Tip 3: - Security mark your goods and make a note of the serial numbers.

Tip 4: - Dispose of boxes etc. carefully – don't advertise your new goods.

Tip 5: - Use proper candle holders and keep away from anything flammable.

'Lock it or Lose it' – a guide on home security - offers good practical advice on simple measures you can take to protect your property. Copies are available on your tables this evening. Alternatively, if you would like a member of the NPT to visit you, please contact them on **101** to arrange an appointment.

Staying safe when out and about

Tip 1: Keep your valuables and purse safe and hidden.

Tip 2: - Put **ICE** in your phone - **In Case of Emergency**.

Tip 3: - Know your limits when enjoying a festive drink.

Tip 4: - Don't leave your drink unattended.

Tip 5: - Always plan your journey home.

Tip 6: - Never Drink and Drive!

Tip 7: - Practice safe sex – use protection.

It is a fact that violent assaults increase over the holiday period, both in public areas and at home. Alcohol is often a contributory factor for victims and offenders alike. Police will be increasing checks for drink drivers throughout the period and also additional resources will be deployed to manage the night time economy. Please enjoy yourselves, respect others and keep safe.

3. Performance

Performance continues to be good. There is an **8%** overall reduction in reported crime levels across the Community Area. The table below provides further statistical information.

Table 1 – Reported Crime Figures

1st November 2009 – 31th October 2011

Melksham	Crime				Detections	
	November 2009 - October 2010	November 2010 - October 2011	Volume Change	% Change	November 2009 - October 2010	November 2010 - October 2011
Violence Against the Person	260	227	-33	-13%	44%	59%
Dwelling Burglary	89	38	-51	-57%	52%	18%
Criminal Damage	233	215	-18	-8%	19%	24%
Non Dwelling Burglary	83	90	7	8%	10%	3%
Theft from Motor Vehicle	84	51	-33	-39%	1%	0%
Theft of Motor Vehicle	25	22	-3	-12%	8%	23%
Total Crime	1208	1113	-95	-8%	29%	27%
Total ASB	979	1001	22	2%		

Wiltshire Police are compared against a group of 8 most similar forces. Wiltshire Police have performed better than peers for All Crime and for Violent Crime in the previous 12 month period (Oct 2010 - Sep 2011)

*Total Crime comprises all Crime Groupings listed above and also includes Theft and Handling, Fraud and Forgery, Robbery and Sexual Offences
 ** Detections include both Sanction Detections and Local Resolution

Finally, may I take this opportunity on behalf of Wiltshire Police, Wiltshire Police Authority & your Neighbourhood Policing Team, to wish you all a safe and peaceful Christmas and New Year.



David W Cullop
 Sector Inspector

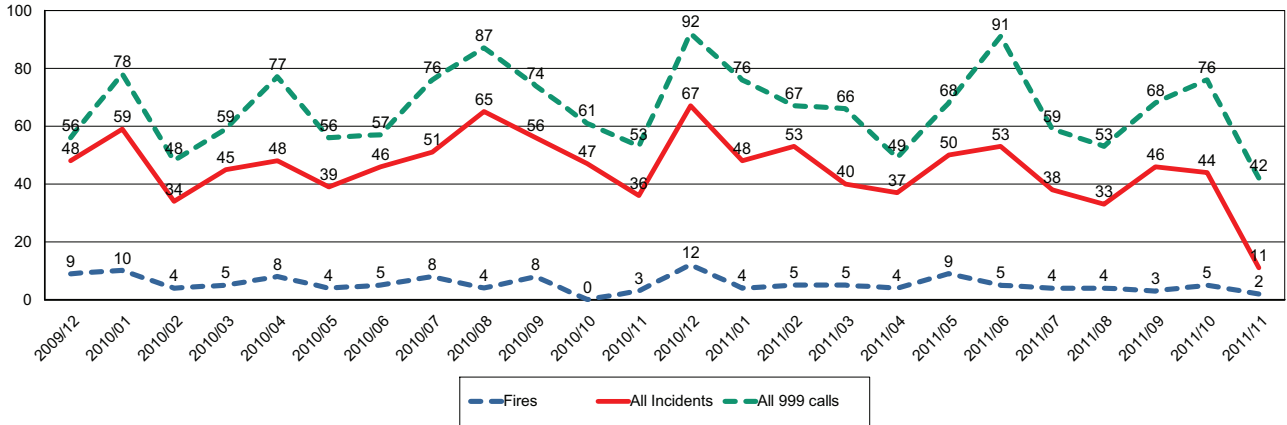
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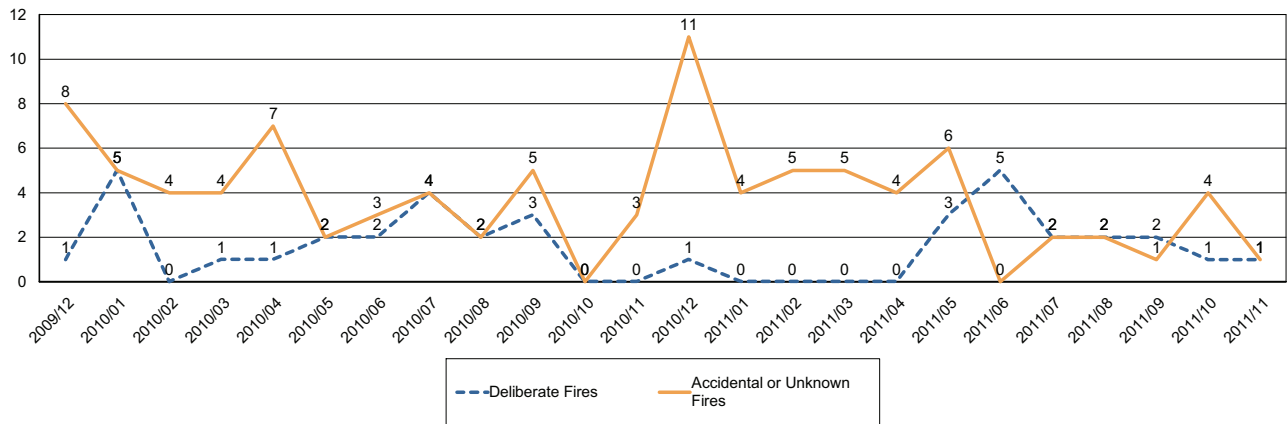
Report for Melksham Area Board

The following is an update of Fire and Rescue Service activity up to and including November. It has been prepared using the latest information and is subject to change.

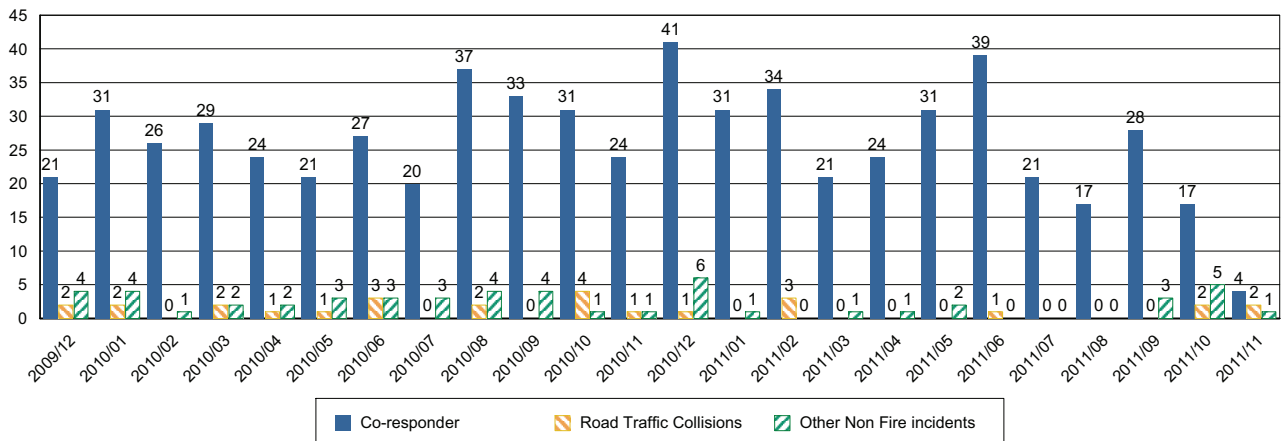
Incidents and Calls



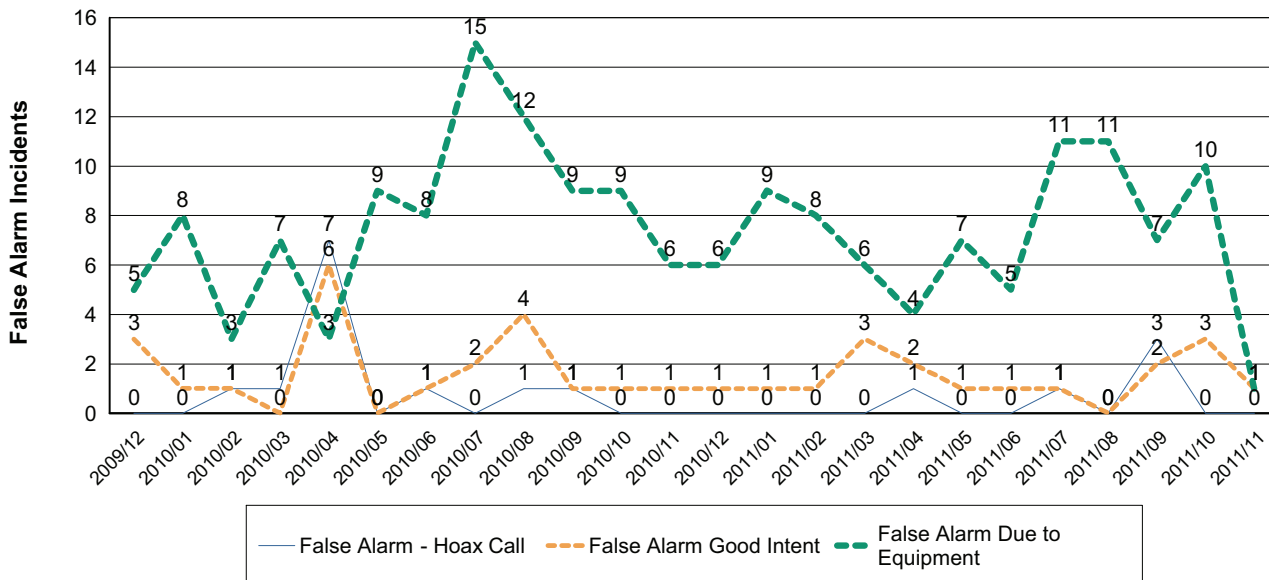
Fires by Cause



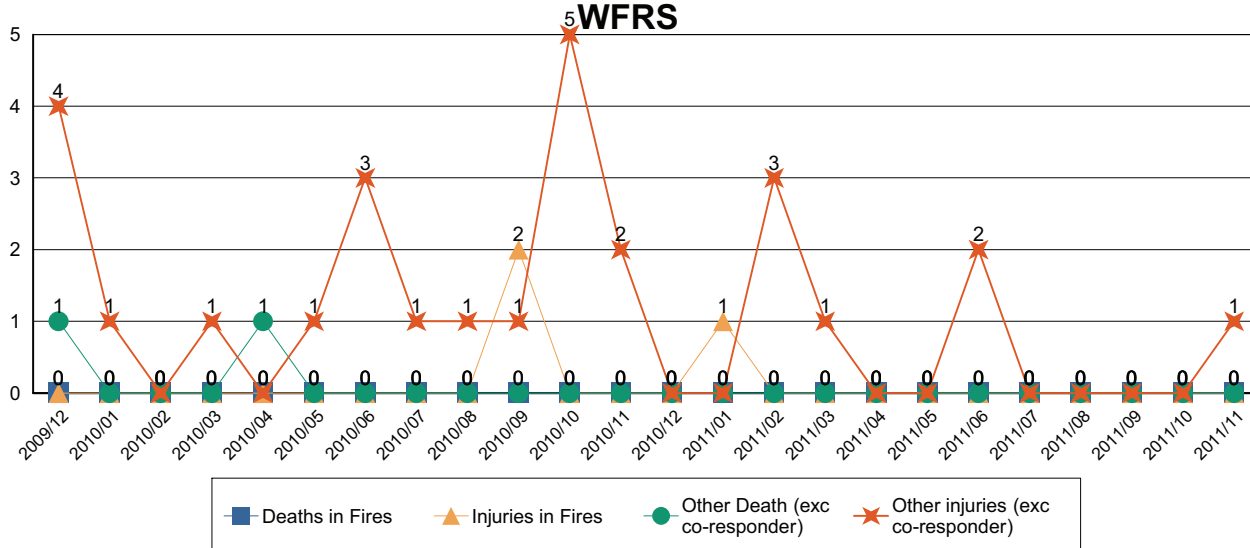
Non-Fire incidents attended by WFRS



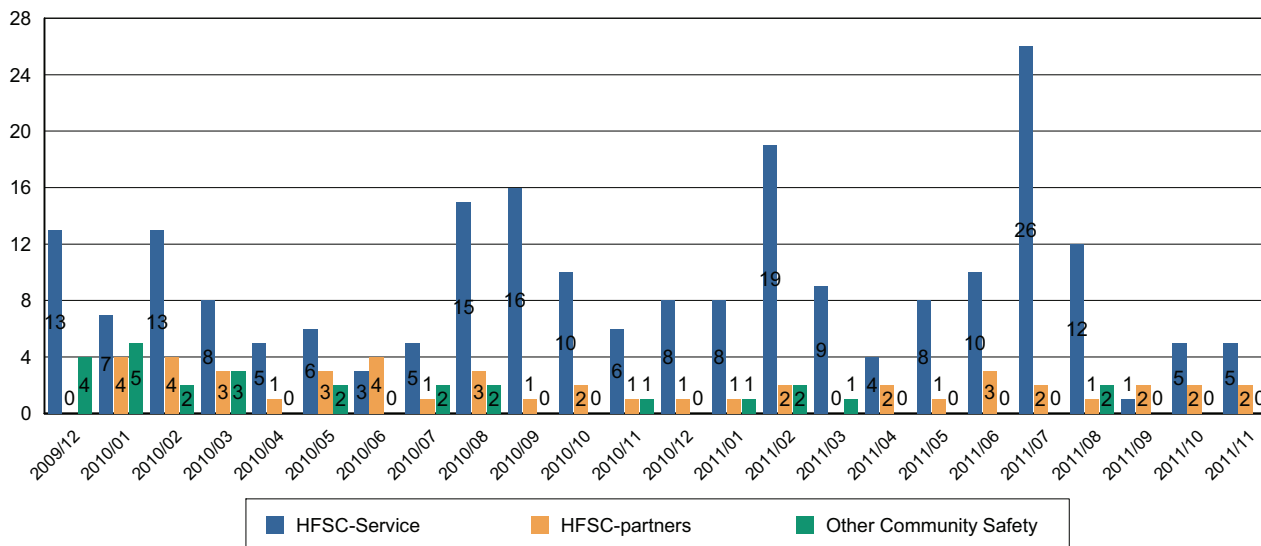
Number of False Alarm Incidents



Death & Injuries in incidents attended by WFRS



Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf

NHS Update – November 2011

On behalf of NHS Wiltshire, the Stroke Association is holding a Focus on Stroke event on **Wednesday 2nd November at the Sports Club, London Road, Devizes. Starting at 10am**, the event will include presentations from health and social care, and the voluntary sector. It is also an opportunity for those who have had a stroke and their carers to contribute to the development of stroke care in Wiltshire.

As part of the stroke awareness campaign, NHS Wiltshire's message is for people to maintain a healthy lifestyle, understand the risks, and improve awareness of what to do if a stroke is suspected. So people are encouraged to:

- Learn about the warning signs of a stroke and how to take action.
- Know their personal risk factors for blood pressure, diabetes, and cholesterol – your GP can help you understand these.
- Be physically active and exercise regularly.
- Avoid unhealthy weight gain by keeping to a healthy diet.
- Drink alcohol sensibly.
- If you smoke, seek help to stop now, and avoid breathing in other people's smoke.

As a vital way to help identify whether someone has had a stroke, NHS Wiltshire actively promotes the FAST message. FAST is the acronym to help assess three symptoms:

Facial weakness – can the person smile? Has their mouth or eye dropped?

Arm weakness – can they raise both arms?

Speech problems – can you understand what they are saying? Are they speaking clearly?

Time to call 999

A stroke is a 'brain attack'. It happens when the blood supply to a part of the brain is disturbed or cut off, damaging brain cells and affecting body functions such as the control of limb movement. Studies show that if the patient is treated immediately the risk of long-term damage is reduced, which is why FAST is so important in spotting the signs.

It's also important for people who have had a stroke to engage in exercise, because a stroke often results in reduced strength, mobility and fitness. Strokes also affect moods and can cause social isolation. NHS Wiltshire is therefore working with Wiltshire Council to introduce exercise classes for stroke survivors at leisure centres across the county.

Exercise professionals have received stroke training to run exercise after stroke classes and gym based sessions. The pilot programme is underway at Castle Place Leisure Centre, Trowbridge, and further classes will be offered in Chippenham, Salisbury, Devizes and Marlborough from January 2012.

Don't forget your flu jab

Flu is a highly infectious illness that spreads rapidly through the coughs and sneezes of people who are carrying the virus. If someone is at risk of complications from flu, it's really important they have their annual flu jab.

Anyone can get flu, but it can be more serious for certain people, such as:

- people aged 65 or over
- people who have a serious medical condition
- pregnant women

People in these groups are more vulnerable to the effects of seasonal flu (even if they are usually fit and healthy) and it's recognised that they can go on to develop a more serious illness, such as bronchitis and pneumonia, which could result in a stay in hospital. Flu can also make existing medical conditions worse, so it's important people to take up the offer of a vaccination.

The best time of the year to get a flu vaccination is now - the autumn. It's free and it's effective against the latest flu virus strains. Even if someone has already had a flu jab in previous years, they need another one this year to keep immunity up to date. The flu jab may only protect someone for a year, because the viruses that cause flu are always changing. This year's seasonal flu vaccination also includes a vaccine to protect against swine flu. See your GP about the flu jab if you're 65 or over, or if you have any of the following problems (however old you are):

- a serious heart complaint
- a chest complaint or breathing difficulties, including asthma, bronchitis and emphysema
- serious kidney disease
- diabetes
- lowered immunity due to disease or treatment such as steroid medication or cancer treatment
- if you have a problem with your spleen or you have had your spleen removed
- if you have ever had a stroke

It's also important to get your flu jab if you are pregnant. Your GP may advise you to have a flu jab if you have serious liver disease, multiple sclerosis (MS) or some other diseases of the nervous system. If you think you may need a flu vaccination, check with your GP, practice nurse or your local pharmacist. If a nurse visits you regularly, ask about getting your flu vaccination. Most GP surgeries arrange vaccination sessions in the autumn.

If you have any questions at all, please ask your GP.

**Melksham Shadow Community Operations Board
Christie Miller Sports Centre, Melksham
19:00 Monday 26th September 2011**

Meeting notes and actions

Present: Cllr Roy While, Cllr Pam Wiltshire, Sarah Todhunter, George Roberts, Colin Goodhind, Graham Ellis (Virtually using Skype), Lucy Murray-Brown, Ros Griffiths (Wiltshire Council) Stephen Clark, Brian Warwick (late with previously given apologies)

Apologies: None received

Agenda item	Notes	Actions
1. Welcome, introductions and apologies	a) Ros welcomed as a non-executive member b) Nomination of Mrs Bev Martin discussed, Roy to respond.	
2. Notes of the previous Meeting	a) The notes were agreed as a correct record of the meeting b) Non-disclosure document to be emailed and signed and returned at the next meeting c) Melksham House: users have been reassured that there is a secure future for the next 12 months	Document to be emailed, signed and returned
3. Project timeline	a) An indicative timeline was shared and would be available on a Gant chart shortly	
4. Principles – design, travel and equalities	The initial design principles from Corsham Area were shared as an example. The initial thoughts of the meeting were: <ul style="list-style-type: none"> • Providing overarching community support (rather than single activity) • To be as inclusive as possible • To be accessible to all. • Value for money • Facility for Melksham and surrounding villages • Transport issues to be removed • Welcoming environment Corsham campus equality document shared, along with travel principles.	Colin to bring feedback form website to next meeting. Key design principles to be main agenda item of next meeting
5. Communications	An example document was shared from the Corsham area. Colin proposed using a community partnership website to communicate information. It was agreed to minute that the tree work adjacent to the cemetery is not linked to the Community Campus	To be discussed at next meeting
6. Any other business	a) A discussion about sharing good practice with other SCOB's was discussed with a decision postponed. b) The issue about ensuring efficient access and considering future options was discussed	
7. Next Meeting	a) 12/10/11 at Melksham Oak 6.00pm (Graham may be delayed)	

Melksham Shadow Community Operations Board
Melksham Oak School
18.00 Monday 12th October 2011

Meeting notes and actions

Present: Cllr Roy While, Sarah Todhunter, Stephen Clark, Colin Goodhind, Brian Warwick, Ros Griffiths (Wiltshire Council), Graham Ellis (late with previously given apologies) and George Roberts.

Apologies: Cllr Pam Wiltshire and Cllr Mike Sankey.

Agenda Item	Notes	Actions
Welcome and apologies	RW said he had spoken to Stuart Wheeler and the feeling had been that SC had been asked to join the Board in view of his experience with building Melksham Oak and his links with youth. Stephen has agreed to continue through the design period.	
Notes of previous meeting	The notes of the previous meeting were agreed without demur. The purchase of Melksham House has been completed and the price of £250k is in the public domain. The architect will be coming to discuss the design of the Campus with the Board in due course at a date to be determined.	
Design Principles	A lengthy and detailed discussion took place on the design principles we should follow after seeing those for Corsham presented at the last meeting.	RG took note of all that was said and will compose a formal bullet list covering our discussions for review at our next meeting.
Equalities Principles and Future Workshop	A brief discussion took place on a future workshop and equalities group	It was decided to leave this for another meeting in order to give the subject proper consideration. BW and RG were asked to organise this.
Arrangements for meeting with existing Melksham House users	Robin Townsend is to come to our next meeting with Eddie Schofield of Melksham House for discussion purposes. RW and CG will meet with each external user at venues to be established.	RW and CG to arrange meetings. CG to contact Russ Hiller to see what can be resurrected from the old Melksham First records to help our present work. and arrange meeting as soon as possible..
Communications -Blog	The Community Area Partnership is prepared to develop a website and blog on behalf of SCOB but the control will in the hands of the	CG to advise on progress at the next meeting.

	Board via CG After each meeting a communications draft will be available and after approval can be translated to the website and blog via Ros.	
Any Other Business	CG said that an Area Board member was concerned at the lack of youth involvement on SCOB. It was agreed that SC would organise a survey of young opinions and priorities through his own school and his contacts with other local schools which could cover some 1500 views. This was strongly supported and representatives of local school councils could be invited to a future SCOB meeting. .	A meeting will be devoted to youth through the Wiltshire Council Youth Service. RW will speak to the Area Board member.. We should also try to arrange contacts with other youth groups e.g. ATC, Scouts and Guides etc.
Next Meeting	Monday 31/10/2011 at Melksham House 6.00pm	RG to confirm venue

Melksham Shadow Community Operations Board
Melksham House
18.00 Monday 31st October 2011

Meeting notes and actions

Present: Cllr Roy While, Sarah Todhunter, Stephen Clark, Colin Goodhind, Brian Warwick, Ros Griffiths (Wiltshire Council), Graham Ellis, Lucy Murray Brown (Wiltshire Council), Robin Townsend (Wiltshire Council) George Roberts, Mike Sankey.

Apologies: Cllr Pam Wiltshire.

The meeting was preceded by a short tour of the Melksham House Site which enabled the SCOB members to hear from site manager – Eddie Schofield, about the history of the site and the activities currently taking place.

Agenda Item	Notes	Actions
De-brief following Tour	Eddie Schofield was thanked for showing the SCOB around the building. It was felt important that the SCOB understand the different groups using the site and the interrelationships between them.	Robin Townsend to provide information on the activities taking place, including frequency, programming and the numbers participating
Notes of previous meeting	The notes of the previous meeting were agreed. No comments made.	
Principles – Design, Travel and Equalities	<p>It was clarified that the principles needed to underpin the brief to the architect.</p> <p>The Group were happy with the Draft Design principles although it was agreed that they may need to be re-ordered, grouped or expanded over the next few months as the COB engaged with other groups and site users.</p> <p>An Equalities workshop was planned for 28 November to inform the Equalities principles. The workshop would form part of the Melksham Seniors meeting. An advert would be placed in the press this week.</p> <p>There was a suggestion for a principle to reflect that the Campus provide services that are not provided elsewhere and compliment other local facilities rather than duplicating what's already available.</p>	<p>RG to add principle to list</p> <p>RG to liaise with Community Area Manager to find out what other services are available in the town and the locations they are provided</p>

		from
Arrangements for meeting with existing Melksham House users	<p>Meetings with Melksham House Users would be arranged (E.G. Rugby, football clubs...)</p> <p>It was explained that sports and Leisure provision in Melksham had been comprehensively mapped out in terms of 'need'. A lot of work had been done to determine what sport and leisure provision might look like in the future .</p> <p>A discussion took place to reconvene the Melksham 1st group to discuss and agree the collective picture of sport and leisure provision for the community area.</p>	<p>Anyone interested in taking part in the visits to contact RG</p> <p>LMB and RT to bring a collective picture of future sport and leisure provision</p>
Additional Item – Youth Questionnaire	<p>SC confirmed that he would consult through schools using a Monkey Survey and also through School Councils. The group was asked which questions to ask E.g “What is the one thing you want from a Campus”</p> <p>It was also suggested that consultation could take place using the Community Plan</p>	SC to share Questions with RG
Communications -Blog	<p>A press release had been made to Independent News and a brief update provided at the recent Area Board meeting.</p> <p>A blog would be set up through the creative Dept who set up the CAP website, it would not be a sub site but would be hosted on the same server. SCOB members would be nominated as moderators.</p>	CG to email details to RG.
Any Other Business	<p>The indicative timeline for the campus was discussed, the milestones on the project timeline and COB work plan were explained.</p> <p>A day time visit to the Melksham House Site would be facilitated before the next meeting .</p>	RG to organise and send invites to Group.
Next Meeting	Monday 21/10/2011 at Melksham House 6.00pm	RG to organise Room

Melksham Shadow Community Operations Board
Melksham House
18.00 Monday 21 November 2011

Meeting notes and actions

Present: Cllr Roy While, Sarah Todhunter, Stephen Clark, Colin Goodhind, Brian Warwick, Ros Griffiths (Wiltshire Council), Graham Ellis, Lucy Murray Brown (Wiltshire Council), Robin Townsend (Wiltshire Council) George Roberts, Mike Sankey, Pam Wiltshire, Neil Ward (Wiltshire Council)

Apologies: None

Agenda Item	Notes	Actions
Notes of previous meeting	The notes of the previous meeting were agreed. No comments made.	
Melksham Campus Timeline	This had been revised, up to date details given and some details discussed re requirements of Architects, discussion regarding Equality issues, may be a sub-consultant, this should be in our brief.	To go on Melksham SCOB web site
Melksham Map	Discussion led by Neil Ward, Head of Strategic Property Services- it was discussed how WC services currently being provided in Melksham would be looked at and how planning applications would all fit together – to look at temporary and permanent solutions to the loss of recreational space and the greater impact on the Melksham area regarding future strategic planning together with the challenges that using Melksham House for the Campus bring.	Responsibility of WC to lead the consultation of the effect on the Melksham area
Melksham House Usage Figures	These were looked at and discussed. Areas need to look at include amongst others: <ul style="list-style-type: none"> 1. Provision of hot food 2. Hall space – unique – over 200 seating area capacity 3. What activities can be replicated elsewhere in the community 	RG liaising with Abbi Gutierrez to obtain information on activities and venues , all SCOB members to add to list when available

<p>Communications – 1. Communications plan -</p> <p>2. Blog</p> <p>3. Youth Consultation</p>	<p>The draft template was looked at, and added to (cricket)</p> <p>The Melksham 1st Leisure Group to reconvene to discuss leisure provision</p> <p>Some Service partners will come to meetings, it is also important that the SCOB also visit the groups in their current environment.</p> <p>Town and Parish Councils to have input into their Newsletters.</p> <p>CG presented the name of the website, this is currently being set up and draft will be sent to SCOB For comment before going live.</p> <p>SC presented the survey, some amendments suggested concerning more specific questions re usage, age, transport. A few further questions are being added In consultation with MZ to aid the Community Plan – there will be no more than 20 questions in total. Item to go in Melksham News advertising the web site and the link to the survey so that other young people who attend schools outside of Melksham may also have an input.</p>	<p>Dates being arranged for meetings with club reps. to be arranged after the Cabinet Meeting decision. RW/GR to attend.</p> <p>RG/CG to liaise with R Huss Hiller and arrange meeting for early January 2012.</p> <p>Meetings to be arranged in early 2012</p> <p>RW to provide.</p> <p>RW to provide Introduction. LMB to provide guidance re moderation rules.</p>
<p>Equalities Workshop</p>	<p>BW has put a lot of work into this – to be on 28 November, Melksham United Church. 87 different organisations have been invited as well as the public, plus housing and care providers. Facilitators will enable input to the design brief to be included and ensure equality for all.</p>	
<p>Next Meeting</p>	<p>To be arranged</p>	<p>RG/RW</p>

Report to	Melksham Area Board	Agenda Item No.13
Date of Meeting	14 December 2011	
Title of Report	Community Area Grants	

Purpose of Report

To ask Councillors to consider 4 application seeking 2011/2012 Community Area Grant Funding:

1. **Wilts & Berks Canal Trust** have applied for **£497** for replacement of signs along former route of Wilts & Berks canal in Melksham. The recommendation is to award the funding.
2. **Beanacre Cricket Club** have applied for **£1500** towards the purchase of a roller to prepare the wicket at their new grounds in Beanacre. The recommendation is to award the funding subject to the match funding being in place from provisional sources.
3. **Keevil Parochial Church Council** have applied for **£5000** toward the renovation of 27 listed table tombs. The recommendation is to award the funding.

1. Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for Community Services (27 February 2010). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance for funding.
- 1.2. In accordance with the Scheme of Delegation, any recommendation of an Area Board that is contrary to the funding criteria would need the approval of the Leader, the appropriate Cabinet Member or the Cabinet.
- 1.3. In accordance with the Area Board Grants Guidance officers are required to provide recommendations in their report, however, the decision to support applications and to what level is made by Wiltshire Councillors on this Area Board.
- 1.4. EXAMPLE Two applicants withdrew their applications and hope to reapply at a future date. One application did not meet the funding criteria and was referred to Charities Information Bureau (CIB) for support to seek funding from elsewhere. CIB work on behalf of Wiltshire Council to support community and voluntary groups, town and parish councils to seek funding for community projects and schemes both from the Area Board and other local and national funding sources.
- 1.5. Funding applications will be considered at every other Area Board meeting.
- 1.6. Melksham Area Board has been allocated a 2011/2012 budget of £49,762 for community grants, community partnership core funding and councillor led initiatives. The carry forward from the 2010/2011 budget is £3687. This leaves a total budget of £53,449 for the 2011/2012 budget.
- 1.7. A decision has been made in 2010/2011 that paper copies of funding applications will no longer appear as part of the agenda in an attempt to reduce volume of paper used. However, the application forms will be available on the Wiltshire Council web site and hard copies available upon request.
- 1.8. The 2010/2011 funding criteria and application forms are available on the council's website (www.wiltshire.gov.uk/areaboards) or paper versions are available from the Community Area Manager.

Background documents used in the preparation of this Report	<ul style="list-style-type: none">• Community Area Grant Application Pack 20010/11• Melksham Community Strategy• Grant applications
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2. Main Considerations

- 2.1. Councillors will need to be satisfied that grants awarded in the 2010/11 year are made to projects that can realistically proceed within a year of the award being made.
- 2.2. This will be the final round of funding during 2010/11.

3. Environmental & Community Implications

Community Area Grants will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

4. Financial Implications

- 4.1. Awards must fall within the Area Boards budget allocated to the Melksham Area Board.
- 4.2. If these community grants are awarded in line with officer recommendations, Melksham Area Board will have a balance of **£24,844**.

5. Legal Implications

- 5.1. There are no specific Legal implications related to this report.

6. HR Implications

- 6.1. There are no specific HR implications related to this report.

7. Equality and Inclusion Implications

- 7.1. Community Area Grants give all local community and voluntary groups, Town and Parish Councils an equal opportunity to receive funding towards community based projects and schemes.
- 7.2. Implications relating to individual grant applications are outlined within section 8 – “Officer Recommendations”.

8. Officer recommendations

Ref	Applicant	Project proposal	Funding requested
8.1	Wilts & Berks Canal Trust	Replacement of signs along former route of Wilts & Berks canal in Melksham	£497

- 8.1.1. Recommendation is to award the funding.
- 8.1.2. Application meets grant criteria 2011/12.
- 8.1.3. This application demonstrates a link to the Melksham community plan in terms of encouraging tourism.
- 8.1.4. No locally agreed priorities.
- 8.1.5. The applicant is a not for profit organisation.
- 8.1.6. About 15 years ago, the Trust prepared a leaflet for public information, 'The Lost Waterway of Melksham,' showing where walkers could see evidence of the historic Wilts & Berks Canal that ran through Melksham. We also set up directional signs, with Council permission, at various points along the route to enable walkers to follow the route more easily. These signs have faded badly over the years and some are missing. The project is to replace these signs with new signs. The aim is to improve the experience of those who may wish to follow the route or identify where the canal ran.
- 8.1.7. Equality and inclusion issues are addressed by this project: none.
- 8.1.8. If the area board does not grant funding the members would have to fund-raise , seek alternative funding sources or fund from their reserves.

Ref	Applicant	Project proposal	Funding requested
8.3	Beanacre Cricket Club	Purchase of a roller to prepare the wicket at their new grounds in Beanacre.	£1500

- 8.1.9. The recommendation is to award the funding subject to the match funding being in place from provisional sources.
- 8.1.10. Application meets grant criteria 2011/12.
- 8.1.11. This application demonstrates a link to the Melksham community plan by benefiting local people's health and well-being.
- 8.1.12. No locally agreed priority.
- 8.1.13. The applicant is a non for profit organisation.
- 8.1.14. The project is to purchase a roller to prepare the wicket at the clubs new groups in Beanacre. The increasing amount of cricket being coached and played has led to BCC seeking a second ground to play on, particularly for the Youth sides.

During 2011 a ground-share with Cherhill CC was arranged, however this involves a round-trip of over 10 miles. BCC has recently been lucky enough to secure a new ground at a peppercorn rent in the village of Beanacre. Turning the field into a playing surface has however been a long and expensive operation, until now funded entirely by the club's own fund-raising activities. We are now at the stage where we need to buy a roller to prepare the wicket.

8.1.15. Equality and inclusion issues are addressed by this project: none.

8.1.16. If the area board does not grant funding the group would have to fundraise or seek alternative funding.

Ref	Applicant	Project proposal	Funding requested
8.4	Keevil Parochial Church Council	Renovation of 27 listed table tombs	£5000

8.1.17. The recommendation is to award the funding subject to the match funding being in place from provisional sources.

8.1.18. Application meets grant criteria 2011/12.

8.1.19. This application does not demonstrate a link to the Melksham community plan.

8.1.20. No locally agreed priority.

8.1.21. The applicant is a parochial church council.

8.1.22. The project is to renovate 27 listed table tombs in the churchyard of St Leonard's Church, Keevil which mostly date from the Georgian or Victorian periods. These tombs are in a varying state of preservation, some require only minor works, whilst others are in need of extensive repair and conservation. Several are in a dangerous state.

8.1.23. Equality and inclusion issues are addressed by this project: none.

8.1.24. If the area board does not grant funding the group would have to fundraise or seek alternative funding.

Appendices:	Appendix 1 Grant application – Wilts & Berks Canal Trust Appendix 2 Grant application – Beanacre Cricket Club Appendix 3 Grant application – Keevil Parochial Church Council
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No unpublished documents have been relied upon in the preparation of this report.

Report Author	Abbi Gutierrez, Community Area Manager Tel: 01225 718443 E-mail: abbi.gutierrez@wiltshire.gov.uk
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Report to	Melksham Area Board	Agenda Item No.13
Date of Meeting	14 December 2011	
Title of Report	Area Board Projects	

Purpose of Report

To consider the following Area Board Project Bids:

- **Cllr Hubbard** has applied for **£10,000** towards the installation of a CCTV system for Melksham Town Centre.

1. Background

1.1 In addition to the Community Area Grant Scheme, Area Boards may wish to use a proportion of their funding for projects which fall outside the criteria of the Community Area Grant Scheme. These projects would be initiated by Area Board members for consideration and approval by the Area Board.

1.2 As stated in the Cabinet report:

In considering requests the Area Board will need to bear in mind the impact this will have on the amount of funding available to support applications from local community groups and organisations.

1.3 The Cabinet Report stated that any project initiated by a Councillor outside of the Community Grants system must have the approval of the Area Board and should clearly set out one or more of the following:

- Evidence of community need
- Clear links to the community plan
- Evidence that it addresses an on-going issue that has been logged via the Community Issues System

1.4 If the community grants and CAP core funding are awarded in line with officer recommendations, Melksham Area Board will have a balance of **£24,844**. This means there is sufficient funding to grant this area board project with a remaining total of **£14,844**.

Background documents used in the preparation of this Report	<ul style="list-style-type: none">• Draft Melksham Community Plan
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2. Main Considerations

2.1. Councillors will need to consider whether the application meets one or more of the following:

- Evidence of community need
- Clear links to the community plan
- Evidence that it addresses an on-going issue that has been logged via the Community Issues System

3. Environmental Impact of the Proposals

3.1. Area Board Project bids will contribute to the continuance and/or improvement of

cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

4. Financial Implications

4.1. Funds allocated must fall within the Area Boards budget allocated to the Melksham Area Board.

5. Legal Implications

5.1. There are no specific Legal implications related to this report.

6. HR Implications

6.1. There are no specific HR implications related to this report.

7. Equality and Diversity Implications

7.1 Implications relating to individual grant applications, if applicable, are outlined within section 8 “Officer Comments”.

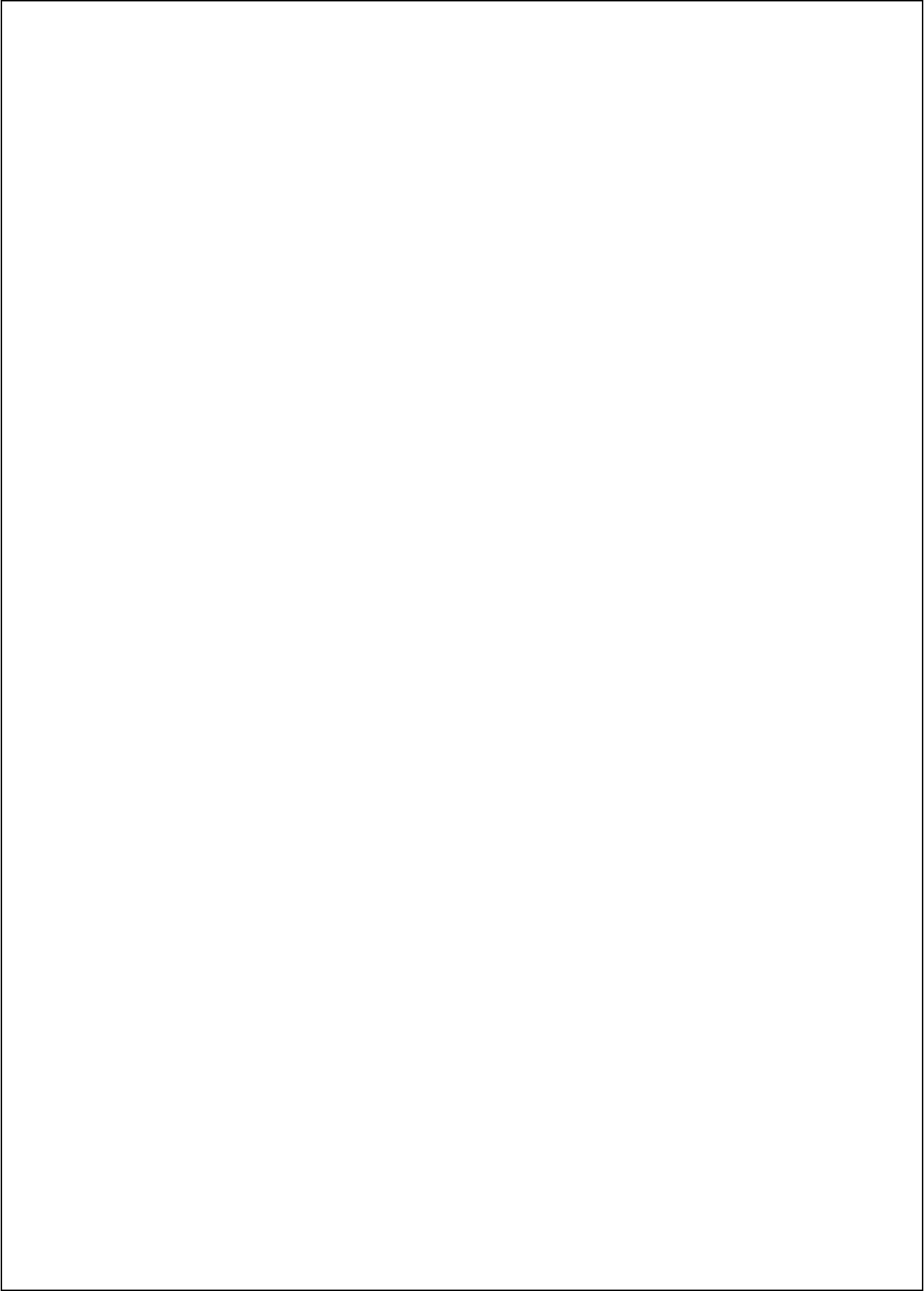
8. Officer Comments

Ref	Applicant	Project proposal	Funding requested
8.1	Cllr Hubbard	Installation of Melksham Town Centre CCTV	£10,000

8.2 Outcome: CCTV in Melksham town centre will reduce the fear of crime, improve public confidence reassuring residents and local businesses. It will also assist the police with investigations and help increase prosecutions. CCTV is also useful for the prevention of crime acting as a “capable guardian”. For Melksham this will hopefully ameliorate some of the problems associated with the night-time economy in Melksham town centre. Wiltshire Council will be enhanced if this bid is successful as the state of Melksham’s CCTV system has recently been the subject of negative media coverage.

Appendices:	Appendix 1: Application from Cllr Hubbard
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Report Author	Abbi Gutierrez - Community Area Manager Tel. 01225 718443 Email: abbi.gutierrez@wiltshire.gov.uk
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WILTSHIRE COUNCIL

MELKSHAM AREA BOARD 14 December, 2011

Melksham Community Area Partnership (MCAP) Claim for Core Funding (tranche 2) 2011/2012

1. Purpose of the Report

- 1.1. To seek the Board's approval to the release of the 2nd and final tranche of core funding to MCAP covering the financial year 2011/12.

2. Background

- 2.1. Officers are required to provide recommendations in a report, however the decision to support the Community Area Partnership and to what level is made by Wiltshire Councillors on this Area Board.
- 2.2. There will be 2 tranches of funding to Community Area Partnerships during 2011/12 (up to 50% of their total projected costs in each tranche).
- 2.3. Melksham Area Board has been allocated a 2011/2012 budget of £49,731 for community grants, Community Area Partnership core funding and councillor led initiatives.
- 2.4. Community Area Partnerships have been invited to apply for up to 20% of the area board budget. 20% of the Melksham Area Board budget 2011/12 is £9,946.

3. Main Considerations

- 3.1. All Partnerships funded by Area Boards are required to sign a Community Area Partnership Agreement (CAPA), which will be countersigned by the Chair of the Area Board. Both parties from the Melksham area have signed this agreement
- 3.2. In order to show how the Community Area Partnership aims to meet the commitments set out in the CAPA, MCAP are required to complete a workplan. This workplan has already been reviewed and endorsed by Wiltshire Council's Community Partnership Development Officer as a workable document.
- 3.3. MCAP were awarded £4,971 first tranche funding at the 20 September, 2011 Area Board where it was agreed that the 2nd and final tranche could be requested at the 14 December, 2011 Board when evidence was received of

how the first tranche has been spent. This evidence, which corresponds to MCAP's Workplan commitments, is detailed in section 5 of this report.

- 3.4. Melksham Community Area Partnership submitted a 2011/12 claim for £9,941 total core costs and 50% of this has already been awarded and paid. The area board can therefore award up to £4,970 at this meeting.

4. Implications

4.1. Environmental Impact of the Proposals

- 4.1.2 The Community Area Partnership contributes to the continuance and improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon individual projects.

4.2. Financial Implications

- 4.2.1 Core costs awarded to the Community Area Partnership must fall within the Area Boards budget allocated to the Melksham Area Board.

4.3. Legal Implications

- 4.3.1 There are no specific Legal implications related to this report.

4.4. HR Implications

- 4.4.1 There are no specific HR implications related to this report.

4.5. Equality and Diversity Implications

- 4.5.1 Community Area Partnerships have agreed to the terms of the Community Area Partnership Agreement, which requires them to be fully inclusive. Membership of MCAP is open to anyone with an interest in the community area.

5. Evidence against Workplan commitments

Applicant	Condition set at 20 September, 2011 Area Board meeting	Final tranche funding requested
Melksham Community Area Partnership (MCAP)	Decision: "agree to the release of the 2 nd tranche at the 14 December Area Board meeting as long as conditions set by the Partnership Development Officer and agreed by the Board, have been met"	£4,970

- 5.1. MCAP was set the follow actions to be used as monitoring criteria by the Community Partnership Development Officer. They were agreed in advance by the Community Area Manager and accepted by MCAP:
- Provide details of the local organisations you work with in lieu of having your own theme groups and any work that has gone on to set up new links with groups or establish new theme groups (as per workplan: Partnership Development)
 - Provide details of the updates, press releases, etc reproduced in the Melksham Independent News. Are you able to gauge how successful these communications have been? (as per workplan: Accountability)
 - Provide a short report on the effectiveness of using Melksham Independent News as a vehicle for carrying out your household consultations (e.g. campus survey & recent community plan consultation) so that this might be used as a model for other CAPs in Wiltshire (as per workplan: Consultation)
 - Details about the groups / meetings attended recently and whether this is in respect of any particular project or theme (as per workplan: Accountability)
 - An update on how the relationship with Melksham Community Radio might be coming along and how this might be used in the future for consultation, awareness raising, etc. (as per workplan: Accountability)
 - Provide a list of the village fetes and events attended (as per workplan: Communications)
- 5.2. The Community Partnership Development Officer has received a number of pieces of evidence from MCAP outlining their work so far in 2011/12 and what has been achieved against these criteria. This evidence comprises of an annotated version of MCAP's workplan with details of how the different activities or projects have gone during 2011/12 so far (Appendix 1). There is also a more detailed report from MCAP's Project Officer describing some of these points; in particular the relationship with Melksham Community Radio and assessing the effectiveness of using Melksham News as a medium for carrying out consultation (Appendix 2). Finally, there is a list of the people / organisations / businesses that MCAP is in contact with (Appendix 3).
- 5.3. Having read these reports against the criteria above, the Community Partnership Development Officer is satisfied that MCAP has met the requirements set out on the different monitoring criteria above.

6. Recommendation

- 6.1. Following consultation with the Community Partnership Development Officer, it is recommended that the area board:
- agree to the release of the 2nd and final tranche funding of £4,970 as long as Board Members are satisfied that MCAP's workplan commitments as detailed in this report are being met
-

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Appendices:

Appendix 1	MCAP Workplan 2011 12 updated for Dec 11
Appendix 2	detailed Report to Area Board December 2011
Appendix 3	CAP GROUPS ETC FOR REPORT

App1. Melksham Community Area Partnership *Annual Workplan 2011/12*

In order to show how the Community Area Partnership aims to meet the commitments set out in the Community Area Partnership Agreement 2011/12, please complete the form below.

CAPA commitments Proposed activities	Current position	Aims 2011 - 12	Update at Dec 11
Partnership Development <i>"To establish and maintain a Partnership, Steering Group and Thematic Groups, as necessary"</i>			
Please tell us about your Steering Group or Management Committee, how it is appointed and who serves upon it? Give details of any theme groups within the CAP. Please explain how your CAP is supported? Are you affiliated to WfCAP and do you attend WfCAP meetings and events? Please indicate how you intend to maintain and develop the CAP over the next 12 months.	Our Steering Group is made up of 12 representatives of the Community including Town and Parish Councils, Climate Friendly Group, Older People and Businesses. Individuals are approached or recommended throughout the year to be on the Steering Group, which is elected at the AGM. As well as creating new theme groups we link to existing groups. The CAP is supported by a self employed co-ordinator who works 60 hours a month. We are affiliated with WfCAP and either chair/vice chair or co-ordinator attends WfCAP Forum meetings. Training offered by WfCAP is utilised and information from WfCAP circulated. The Steering Group and Theme groups are maintained through regular meetings, with notes and agendas on the website.	Secure representatives from Youth, Arts, Health, Faith, Transport and more villages. Need another skills audit to identify what skills we have in the group and what we need to recruit. Need clearly defined roles of theme groups and how they report back/ are represented. Job description needs clarifying Include WfCAP update at every SG meeting Clarity is needed about the role and vision of MCAP so that we can recruit volunteers. More theme groups can be set up with CAP support, and CAP needs to link in with existing groups better.	Faith and Arts represented in Steering Group Still to do Linked to 103 groups In progress Done In progress Network developing to include all groups who attended <i>Melksham Forward</i> , and setting up new working groups as a result
Accountability <i>"To be open to and inclusive of the wider community and to account to and seek affirmation from the wider community for its actions, activities and forward plans on an annual basis."</i>			
Please explain how you will account to the community during the year?	Minutes of meetings are on the website and sent to anyone who asks. Updates are sent by email and in Melksham News. Reports are given at Area Board	Need more regular updates, finance report on website. Make more use of Area Board Meetings to update the public.	In progress

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<p>How will you promote your work and engage people?</p>	<p>meetings, as well as given at our public meetings. The CAP is promoted through local press, website and email updates. When a major consultation is underway we go to meetings of groups who want to discuss the issues. Theme groups will be open to anyone with a genuine interest in the area. We are on facebook and twitter. We attend other people's events and meetings to publicise our work</p>	<p>Need more paper updates in Library and Town/ Village Halls and to post to people who request.</p> <p>Need more regular website/facebook/twitter updates</p>	<p>Using the Melksham News is useful, but limited in that it doesn't reach all houses within distribution area. Parish magazines are good but slow as require material a month in advance</p>
<p>How do you advertise CAP meetings, etc to local people?</p>	<p>Adverts for meetings are placed in Melksham News, parish magazines and posters for events.</p>	<p>We may work with Melksham Community Radio to increase publicity and reach the wider community.</p>	<p>Melksham Radio has become a major partner, and support with publicity, interviews on street, broadcasts</p>
<p>How many meetings do you hold per year?</p>	<p>Steering Group meets every month, Full Partnership meets twice a year, and public meetings are arranged around consultations as they come up.</p>	<p>Need to clearly identify who our partners are so that when we have a public meeting we ensure all sections of community are represented.</p>	<p>In progress</p>
<p>How can local people influence the work / priorities of your CAP?</p>	<p>An annual report is produced at the AGM and feedback is welcomed at any time from the public, by phone, email, post, at events.</p>	<p>Make Annual Report available in Library and Town/ Village Halls</p>	<p>Still to do</p>
<p>Can you show that you have the support of the local community?</p>	<p>When we carry out consultations we receive a high level of involvement. We are invited to meetings and asked to represent issues. To increase inclusion of villages we are changing our name to include the word 'villages' or 'rural' and will be holding 'Tea and Talk' events in villages.</p>		
<p>Communication <i>"To engage and communicate systematically with all sections of the community and to maintain a contacts register of key organisations and volunteers."</i></p>			
<p>Please explain how you communicate with the wider community, promote your work and encourage participation in the activities of the CAP.</p>	<p>Communication is through the website, the Melksham Independent News, posters in the town and villages, leaflets given out at events and emails to the contact list. We invite participation at consultation events, public meetings and through paper/online surveys. We have a freepost address. We attend events to promote our work and encourage participation.</p>	<p>Print a new batch of leaflets for this year, to be left in Library, doctors, pubs etc</p> <p>Produce posters explaining CAP</p>	<p>Leaflets done.</p> <p>Press release monthly</p> <p>Still to do</p>
<p>Do you produce newsletters, press releases, etc to let the public know what you are up to?</p>	<p>We send out emails and put up posters for events</p>	<p>Improve updates to villages (meet parish magazine deadlines in advance)</p> <p>Make website more interactive with online</p>	<p>In progress</p>

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Do you have a website where local people can contact CAP and take part in surveys or contribute in other ways?	as well as articles, letters and updates in Melksham News and Parish magazines	surveys and discussion forum.	Linked to existing forum. 2 online surveys underway
How many organisations are affiliated and how many names on your communications database?	Our website has updates and links to online surveys run by ourselves or other consultations going on. There are around 600 names on the database and 63 organisations are affiliated.	Make MCAP email address for all members of Steering Group Clarify that the groups are 'Partners' and link websites	In progress Still to do Mailing list increased to 800, with 103 organisations affiliated
Consultation <i>"To consult widely on a range of community issues and hold public engagement events and activities."</i>			
Please explain how you intend to consult the community in the coming year. Will this be through surveys, public meetings, on-line questionnaires, etc?	Through the Campus consultation we have set up a template for sending surveys to the entire community. By using Melksham News and Parish magazines, with a freepost return, we can reach all 13,000 households in the area, with a corresponding online survey. We have a consultation working group who design questionnaires and strategies for each consultation. We set up specific meetings where people can come to talk about specific issues under consultation.	Identify the major consultations through the year.	Community Plan priorities consultation in progress with survey in Melksham News and on line. Open day carried out.
Will this work be towards an updated community plan?	We have consulted widely on the general Community Plan themes last year and are at the next level of consulting on the draft Community Plan this year.	Produce a draft community plan. Put it on website and in Library etc Send it out via Melksham News	Draft Community Plan discussed at <i>Melksham Forward</i> – will be updated following results
Are there any topics / issues arising of community concern that your CAP would like to consult on e.g. community campuses?	Campus is a big one we have been involved in. Parking, Health and Housing may be others. We will work closely with WC on consultations they run.	Continue to feed into Campus discussions through CAP on SCOB.	Campus survey on line
Community Planning <i>"To prepare and regularly review a community plan that takes into account major issues affecting the area and to develop an action plan and identify projects to address these issues. This will be done in consultation with the wider local community, in order that it properly represents their concerns and aspirations"</i>			
Please explain how you intend to develop, review or implement your community plan over the	We have lists of concerns raised, organised in 13 themes. We will look at other evidence such as JSA to identify needs of the community, as well as work	Produce Draft for consultation in September Find groups who want to look at specific	Consultation in progress

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<p>next 12 months.</p> <p>What activities will you undertake in order to consult with local people?</p> <p>How will you ensure this is representative of the whole population locally?</p>	<p>closely with the Area Board on the Autumn Stakeholders Event. Solutions can then be identified as well as groups./individuals to carry out those solutions. Once the draft is generally agreed, the CAP can support groups to carry out solutions as identified in the plan.</p>	<p>chapters and offer solutions.</p> <p>Take relevant sections of the draft to specific groups to identify solutions/actions.</p> <p>Hold major consultation events with the public, and go to events in the community that are already planned.</p> <p>A draft of the community plan will be available on the website (with a copy in the library) and sent out via Melksham News.</p> <p>Ensure attendance at Parish Councils and various community groups.</p> <p>Work with Interfaith Group and BME to reach minority groups.</p> <p>Work with 55+ Forum and CAYPIG to ensure all ages are included.</p>	<p>Groups being formed</p> <p>Still to do</p> <p><i>Melksham Forward</i> done, more still to do</p> <p>Done</p> <p>In progress</p> <p>Working with Wiltshire People First</p> <p>Done</p>
<p>Local action</p> <p><i>"To champion local issues and help with the planning and delivery of priority projects, including fundraising and community volunteering where these meet the priorities of the community plan."</i></p>			
<p>Please tell us about your plans to encourage local action to address the community plan priorities.</p> <p>What do you expect to achieve during the year ahead? How will you secure funding for these projects?</p>		<p>Once the priorities are identified, we will signpost issues to relevant agencies/groups for solutions, and assist in applying for grants to fund them, from Area Board or other community grant schemes.</p>	<p>Working with Area Board on projects identified at <i>Melksham Forward</i></p>

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App. 2 Melksham Community Area Partnership Report to Area Board December 2011

GROUPS	
Groups in touch with MCAP	Full mailing list: 749 of which groups/organisations/businesses/services: 326 of which are in regular touch with us: 163 of which work with us (attend meetings, provide info, services, support): 105 of which are sub/theme groups of the partnership: 4
Defining roles of groups in relation to MCAP	As everyone in the area is technically a member of the Partnership without knowing it, it is difficult to define membership. This still needs to be done, in liaison with WfCAP to ascertain definitions of member, partner, and any other categorisations necessary. We are in touch with many groups, but it is not clear if they see themselves as part of MCAP.
Is this successful or do you need to set up your own groups?	Community Safety, Waterways, Energy and Over 55's Forum are sub groups within MCAP. As well as keeping in touch with groups, following the Melksham Forward event we are publicising the priorities raised and calling for volunteers to join relevant theme groups. Economy, Transport, Health, Arts/Leisure/Culture, Youth, and Housing are being proposed, with Environment covered by Melksham Climate Friendly and Community Safety already existing as part of the Partnership.

<p>PRESS</p> <p>Can you write a brief report on how using the Melksham News to put out the community plan consultation went? Responses – number and quality.</p>	<p>The Melksham Independent News is a great resource which other towns envy. We have used it for two surveys:</p> <ol style="list-style-type: none"> 1. Campus consultation, with inserted questionnaire, 11,000 copies, around 800 responses. 2. Community Plan survey, 2 full page adverts within the paper, around 200 responses. <p>Perhaps as campus was a specific issue there were more responses, whereas the community plan is very general, and people don't necessarily see the importance of contributing their opinion. Also, although it was very simple, it looked complex, which may have put people off.</p> <p>Benefits</p> <p>Reaches 11,000 homes and businesses in the Melksham Community Area. Very easy to get an article in, with adverts and editorial complementing each other. Great relationship with the journalists and owners Insert fliers/ surveys are 23p per thousand, double full page spread £583 Great resource for finding out what is going on and what people are concerned about</p> <p>Drawbacks</p> <p>Not everyone reads it - some people have signs on their doors saying 'no free papers please' Only covers part of the Melksham Community Area – Poulshot, Great Hinton, Steeple Ashton, Bulkington and Keevil not included, while Holt is included which is not our area.</p> <p>Lessons</p> <p>An <i>inserted</i> survey seems to generate a higher response than one printed within the pages. People rarely respond to calls for action within adverts/articles in the paper Simultaneous inserts to parish magazines that cover the areas not covered by the Melksham News need to be done around a month earlier.</p>
Useful in adding to new plan?	The information returned on the community plan survey is useful as it provides a quantitative measure of previously qualitative data. By scoring the 120 priorities with a 1, 2 or 3, members of the community have effectively 'voted' on what they feel to be most important, thus providing guidance for top priorities within the plan. Comments and suggestions have also been collected, which are added to the hundreds already compiled. This data can help people in the theme groups in coming up with ideas for how to tackle issues and identifying people's concerns.
Value for money inc freepost	An insert into the paper would have cost roughly the same amount, but would have been more time-consuming to print and fold 11,000 times. However, people may pay more attention to an insert, and keep it longer than the newspaper which is quickly out of date. The freepost service is 27p per envelope, although some people simply drop it at the Town Hall. Including printing and distributing, for the campus consultation each response cost around £3 per response. For the community plan consultation each response cost around £3.10.

Articles sent to Melksham News		
Date	Article	Content
April	Letter	Thanking people for input to campus survey, and volunteers for help.
May	Invitation to seniors forum meeting	
May	Update from community safety	Development of Touch2id

June	contributed to an article on Campus	Assuring people that data collected from survey would still be useful in new site
July	Seniors Meeting with Area Board	Announcing area special older people's area board meeting
Sep 21	Your Campus Thoughts are wanted	Announcing online ongoing mini campus survey
October 7	Choose your Community Priorities	Encouraging participation in community plan survey
October 7	Double page survey including freepost reply	120 Community priorities listed by theme for people to score with 1,2 or 3
October 21	Thank you for your thoughts	Letter thanking people for completing survey and encouraging online survey
October 5	Melksham Energy Event	Announcement of energy event on November 5
October 24	Community chooses priorities	Report on community plan open day
November 5	Letter ref Community Safety	Points raised in Melksham Forward Meeting and invitation to Community Safety meeting
November 5	Melksham forward report – sent joint from Area Board	Report on success of event and summarising main priorities
November 15	Seniors Forum will discuss Campus	Invitation to equalities workshop on campus
December 1	Community Safety update Touch2id	Listing 29 venues that accept it
December 1	Encouraging people to join theme groups following Melksham forward	8 separate mini press releases focusing on specific issues raised

<p>RADIO Can you tell me about the new link with Melksham Radio? How are they supporting you? Do you know what sort of coverage the radio has?</p>	<p>Melksham Community Radio is now a key Partner of MCAP. They are just setting up and the steering group agreed to support with £800 for licensing fees. In January the radio will be live online. As it is digital, coverage will be the whole community area and beyond.</p> <p>We have already worked together on an open day for the community plan, in which radio interviews were carried out on the street and in shops in Melksham, generating discussion and publicity for the community plan. Once live, the radio can provide publicity and coverage for any events, surveys, issues that the Partnership or its theme groups wants to raise.</p> <p>Projects planned include:</p> <ul style="list-style-type: none"> • Regular weekly round ups of local events and news • 'Community Conversation' events – open days with radio interviews on specific themes • Radio debates on issues • Village reporters for each village.
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<p>EVENTS Can you tell me about events you have attended, what were you there for and were they successful?</p>	<p>As well as holding events, we attend others. Having a stand is good for publicity as well as gathering comments. It is difficult to attend as many events as we would like due to resource, but we try to have a presence at major events where people from the villages are also likely to attend.</p> <p>Melksham Party in the Park We had a stand with an interactive display on chapters of the community plan. Priorities were listed and people could add post-its with suggestions of how to tackle them, as well as add heart stickers on the ones they agreed with. We also consulted on the Queen Elizabeth 2 fields challenge, on behalf of the Area Board, to identify green areas that people wanted protected.</p> <p>Melksham Food Festival We had a stand, with an interactive display, focusing on health. The priorities for health were listed, with people contributing post it suggestions and heart stickers where they agreed.</p> <p>Area Board Meetings We have had similar displays before Area Board meetings, with specific chapters of the plan according to the theme of the meeting. These are not as useful as community events as they are not as well attended and they are only for half an hour, but are still good publicity.</p> <p>Melksham Forward Major meeting with over 100 attendees in conjunction with Area Board. We had a display, gave a presentation and provided draft community plan data for table discussion</p>
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Community Area Partnership Agreement 2011/12:

Budget details for CAP running costs

Your Details:

Name:	CHRIS HOLDEN
Partnership:	MELKSHAM COMMUNITY AREA PARTNERSHIP
Address:	TOWN HALL, MELKSHAM, SN12 6ES
Phone:	01225 707 717
Email:	Chris.holden@bt.com

Bank Account Details:

Account name:	Melksham Community Area Partnership
Sort code:	
Account no.	
Balance of funds at beginning of year:	£964.84

Details of Budget:

	Cost:
Administrator / Project Officer (inc travel) costs: <ul style="list-style-type: none">July 2011 – March 2012	a £7402
Consultation activities, public events, analysis, etc: <ul style="list-style-type: none">3 full partnership meetings (@ £110)3 55+ meetings (@ £110)5 village meetings (@ £15)4 theme group meetings (@ £20)	b £815
Advertising & promotion (inc websites): <ul style="list-style-type: none">6 adverts for meetings (@ £77.76)1,000 leaflets (£279.60)	c £746.16
Plans, questionnaires, other printing costs: <ul style="list-style-type: none">Draft Community Plan for consultation:<ul style="list-style-type: none">2 x full pages in Melksham Independent News (£583.2)Extra copies for Parishes x 1,500 (£75)Posters x100 (£5)Freepost return (£270)Printing Completed Community Plan (£638)	d £2,223.2
Office expenses, consumables, etc.: <ul style="list-style-type: none">Stamps, printing, equipment for consultation events	e £85
Other costs: <ul style="list-style-type: none">Refreshments at 10 Steering Group meetings (@ £2.50)	f £25
Amount of funding rolled forward from 2010/11 to be spent in 2011/12:	g £964.84
Total running costs applied for:	h £9679.52

(costs a+b+c+d+e+f - g must equal h)

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Community Area Partnership Agreement 2011/12:

Budget details for CAP running costs

I confirm that the costs detailed here will be incurred by the Melksham Community Area Partnership in accordance with the commitments agreed within the Community Area Partnership Agreement, 2011/12.

I understand that a first tranche payment of 50% of the funding will be released following Area Board approval. This will be followed by a second tranche of the remaining 50% at a date to be agreed in approx. six months time.

Signed:

Date:

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